

Enterprise Information Services Duty Statement

Section:	Strategic Offender Management System (SOMS)
Unit:	Data Analysis and Solution Integration
Position Number:	065-625-1587-001
Classification:	Systems Software Specialist I (Technical) – BI Developer
Date:	10/24/2014

Supervision: Under the general supervision of the Systems Software Specialist III (Sup.), the Systems Software Specialist I – Technical, (SSS I Tech) works as an expert level technical specialist supporting the CDCR Data Integration architecture based on Oracle Data Integrator (ODI), Endeca Integrator and analytic tools like Tableau, Endeca, and OBIEE. The position requires familiarity with industry standard Systems Development Lifecycle and compliance with enterprise best practices and procedures. The scope of work includes the creation and maintenance of data integration interfaces to extract, aggregate, cleanse and move data across CDCR ODS and data warehousing systems; build analytic applications; and data modeling.

Knowledge, Skills and Abilities:

A successful incumbent in this position will have in-depth knowledge of the Departmental and IT policies and procedures to conform to industry and state IT best practices; Information Technology principles and practices for application analysis, design, development, implementation, testing, maintenance, documentation, etc. used in delivery of IT systems; data modeling techniques including dimensional modeling and industry standard best practices; data integration techniques like database replication and change data capture; migrating projects between environments; ODI mappings; know the differences between traditional ETL and E-LT approaches; Oracle Structured Query Language (SQL); and Oracle Support Services policies and procedures; Experiences with object oriented programming language is a plus.

Guidelines: The SSS I (Tech) provides support in the development, implementation and maintenance of SOMS and is responsible for following established procedures, system policies, operations and reference materials for the services provided. These include, but are not limited to State Administrative Manual, Department Operations Manual, Strategic Information Systems Plan, and various instructional and user manuals for the software and tools used and supported by CDCR. The incumbent completes assignments in an effective, accurate, and timely manner. The incumbent must use initiative and resourcefulness in the performance of his/her duties while requiring only generally stated guidelines.

Scope and Effect: Because of CDCR's multiple systems and complex computing environment, the incumbent must have the ability to read and understand execution plans; create knowledge modules; implement Business Rules as mappings, joins, filters and constraints; create Mappings, Scenarios and Projects; work independently with Oracle Support to resolve service requests; establish and maintain cooperative working relationships with others; analyze vendor offerings and generate effective recommendations; communicate effectively with peers, management, vendor and others; and mentor and train other members of the team.

Complexity: The incumbent is expected to learn and understand the organization's business and priorities, and to take into account the larger business perspective in proposing and designing IT solutions, analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions, and develop effective solutions.

Personal Contact: The incumbent must communicate effectively, orally and in written form, with upper level management, peers, and users in the CDCR as well as with external customers, consultants and vendors; while possessing the ability to provide factual information, and consider and value differing

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viewpoints, goals, or objectives and is comfortable with leading group discussions in support of the project team. The incumbent prepare project status reports, project plans, review project documentation produced by other team members and assists in preparation of highly technical evaluative analysis documentation including Feasibility Studies, Special Project Reports and Post Implementation Evaluation Reports as needed. The incumbent performs work that demonstrates leadership by identifying and recommending new issues, technologies and business opportunities. The incumbent demonstrates presentational skills by preparing and conducting presentations and briefings for CDCR management and organizations outside the CDCR. Specific responsibilities include the following:

30%	Create and maintain data integration interfaces
<ul style="list-style-type: none">• Work with CDCR Database Architect and Database Administrators to assist in the creation of operational data store and analytical data warehouses.• Collaborate with CDCR Database Administrators for storage, performance and environments requirements.• Assist in development and maintenance of data management policies and procedures.• Establish and document the E-LT process.• Work with CDCR Business Analysts and Business Unit representatives to finalize business rules.• Design and implement ODI E-LT processes, programs and scripts.• Create and maintain source to target data mappings, E-LT specifications and complex transformation rules.• Implement business rules through mappings, joins, filters and constraints.• Design, develop, test and maintain PL/SQL procedures, functions, and packages as needed.• Develop and maintain guidelines, standards and best practices for deployment to Test, UAT, Pre-production and Production environments.• Create procedures for scheduling ODI processes.• Escalate problems to management and third parties when appropriate.	
10%	Maintain and support existing data integration interfaces
<ul style="list-style-type: none">• Maintain and support existing data integration interfaces.• Work with CDCR Business Intelligence team to design effective dimensional data models.• Work with CDCR Data Integration Specialists to implement effective and robust ETL procedures usings tools like Oracle Data Integrator and Endeca Integrator• Work with CDCR application developers to resolve and mitigate data issues.	
35%	Create, maintain and support analytic applications
<ul style="list-style-type: none">• Meet with external and internal stakeholders to gather and document requirements.• Design and develop data models that support the applications• Design and develop applications using tools like Tableau and Endeca• Create database views using SQL for application integration.• Develop and maintain documentation.• Track and monitor performance applications.• Collaborate with CDCR Database Adminstrators to resolve performance issues.• Install and configure software tools required.• Present and communicate with stakeholders.	

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- Document deployment methodology to promote code from Development to Test, UAT, Pre-production and Production environments.
- Maintain existing applications and troubleshoot issues as they arise.

10%	Mobile App Development
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- Meet with external and internal stakeholders to gather and document requirements.
- Design and develop applications using tools like Xamarin.
- Test applications.
- Maintain existing applications and troubleshoot issues as they arise.

10%	Patch, maintain and support vendor software
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- Evaluate new version releases of vendor software to determine impact of change on existing database functionality.
- Develop and implement a schedule for testing new software versions.
- Develop and implement a patching strategy to deploy vendor supplied patches.
- Log Service Requests and work with vendor support to resolve bugs, issues related to vendor supplied software.
- Document configuration changes following resolution of service requests and patch implementation.

5%	Other Functions
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- Participate in team, project and other meetings.
- Participate in code reviews and architectural discussions
- Prepare status reports for management review

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.

Employee's Signature

Date

Supervisor's Signature

Date